

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LAW LIBRARY CONSULTANT

JOB DESCRIPTION

Employees in this class series function as professional law library consultants within the Department of History, Arts and Libraries, completing or overseeing a variety of activities designed to provide legal information and advice on library laws to librarians, trustees, and others.

There is one classification in this job.

Position Code Title – Law Library Consultant-A

Law Library Consultant 15

The employee performs a full range of professional consultative law librarian assignments. Extensive independent judgement is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Advises librarians, trustees, the Department of History, Arts and Libraries staff, and others regarding legal questions pertaining to their libraries.

Provides legal information and assistance regarding library-related issues to librarians and state employees.

Assists legislators and staff with library-related legislative issues.

Prepares, coordinates and presents workshops, lectures and other presentations to train librarians, trustees, and state employees in library law and laws pertaining to library management.

Advises, trains and assists individual library boards in dispute resolution and in providing alternative solutions to legal problems.

Review legal documents and suggests revisions.

Researches and prepares reports, legal correspondence and memoranda.

LAW LIBRARY CONSULTANT

PAGE NO. 2

Develops, prepares and coordinates special projects for the Department of History, Arts and Libraries administration.

Develops brochures, publications, videos and legislative updates and other informational materials on library law.

Monitors and analyzes pending legislation in order to determine any impact on libraries.

Participates in pertinent professional associations.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of laws pertaining to the administration, organization and operation of public libraries.

Considerable knowledge of the administration, organization, and operation of public libraries.

Considerable knowledge of library planning concepts and techniques.

Considerable knowledge of library materials, methods and organization.

Ability to provide professional consultation regarding library-related legal issues.

Ability to prepare, coordinate, and present workshops, lectures, and other presentations regarding library law and laws pertaining to library management.

Ability to adapt and organize information to meet specific needs, resolve problems, and respond to changes.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None.

LAW LIBRARY CONSULTANT

PAGE NO. 3

Physical Requirements

None.

Education

Possession of a master's degree with a major in library science, and a Juris Doctorate from an accredited school of law.

Experience

Two years of professional librarian or legal experience.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LWLIBCON

Job Code Description

Law Library Consultant

Position Title

Law Library Consultant-A

Position Code

LWLIBCNA

Pay Schedule

NERE-260

ECP Group 2
9/4/2001
RH